Appendix D

Technology Plan Criteria Sheet (TPC)

Technology Plan Criteria (TPC)

for Tennessee's Enhancing Education Through Technology (Title IID: *Ed Tech*) and E-rate Discounts
For Verification that the School District Technology Plan
Qualifies and Meets Compliance Requirements for Funding and Discounts

(**BOX 1**: for completion by school district use only)

School District:		Range of plan:	
Contact Person:	Phone:	E-mail:	
School District hereby assures CIPA compliance as required by E-rate and Ed Tech (see Box 5 for CIPA requirements)			
Director of Schools' Signature:		(**Box 4**: Use only for resubmits)	This plan is resubmitted for additional review after an earlier review indicated revision was required before approval could be given.
Director of Schools' Name:			
Date of Assurance:		Date of original review:	

Directions:

(1) The **SCHOOL DISTRICT** completes **BOX 1** where signature by the Director of Schools signifies assurance of CIPA compliance. In **BOX 2**, the school district uses the review criteria in **COLUMN 1** to identify the information that must be included in the District Technology Plan in order to meet *Ed Tech* and E-rate Discount requirements. For each criterion listed in Box 2, the school district completes **COLUMN 3** to indicate where in the District Technology Plan the reviewers will find evidence that the specified criterion has been met. The school district indicates location by specific page number and paragraph number. Upon completing the form, the district submits the District Technology Plan and the complete TPC as follows:

A) **E-MAIL** by attachment an electronic copy of the completed TPC and Technology Plan to Brenda.Staggs@state.tn.us Once all required revisions are made (if necessary), your approved TPC will be stamped with the approval stamp and emailed back to the contact person.

B) Remove all correction comments and print the approved TPC. Have the Director of Schools sign the document, as well as the coversheet of the approved Technology Plan. AND

C) **MAIL** the signed District Technology Plan **and** approved TPC to:

> Brenda Staggs
> Tennessee Department of Education
> 5th Floor Andrew Johnson Tower
> 710 James Robertson Parkway
> Nashville, TN 37243

(2) **STATE REVIEWERS** will examine indicated location to determine if criteria for Ed Tech and E-rate have been met. State reviewers will place a checkmark in **COLUMN 2** if specified criterion HAS been met. NA preprinted in column 2 indicates the criterion does not apply to one of the governing requirements. State reviewers will use **COLUMN 4 for** comments especially in cases where criteria have not been met. State reviewers will complete **BOX 3** and return the TPC by e-mail to the district contact person.

(3) If the plan requires revision as indicated in **BOX 3**, the **SCHOOL DISTRICT** will revise the plan, complete another TPC including **BOX 4** and resubmit within the time specified. **BOX 5** provides reference to CIPA requirements delineated by USAC (e-rate) and Ed Tech legislation.

(SAMPLE BOX 2)

Column 1	Column 2		Column 3	Column 4
The Plan Includes (Criteria)	**Minimum Met**		**Reference in School District Technology Plan** *(Cite the specific page number and paragraph where evidence will be found in the Technology Plan)*	**Reviewer Comments**
	(for state office use only)		(for completion by school district)	(for completion by state reviewers)
	Ed. Tech	E-rate		

Minimum Criteria Required for Enhancing Education Through Technology Funding, E-rate Discounts

(**BOX 2**: for completion by school district and state reviewers)

Column 1	Column 2		Column 3	Column 4
The Plan Includes (Criteria)	**Minimum Met**		**Reference in School District Technology Plan** (specify precise page number and paragraph)	**Reviewer Comments**
	(for state office use only)		(for completion by school district)	(for completion by state reviewers)
	Ed. Tech	E-rate		
1. Goals and Strategies				
a. Goals – a description of specific goals, aligned with challenging State academic standards, for using advanced technology to improve student academic achievement.				
b. Strategies for improving academic achievement and teacher effectiveness – a description of how Ed Tech funds and E-rate discounts will be used to improve the academic achievement, and technology literacy, of all students and to improve the capacity of all teachers to integrate technology effectively into curriculum and instruction.		*NA*		
c. A strategy for using information technology and telecommunications to improve education or library services.				
d. Steps to increase accessibility – a description of the steps the school district will take to ensure that all students and teachers have increased access to technology. *(The description must include how Ed Tech funds will be used to help students in high-poverty and high-needs schools, or schools identified for improvement or corrective action under section 1116 of Title I).*		*NA*		
e. Innovative delivery strategies – a description of how the school district will encourage the development and use of innovative strategies for the delivery of specialized curricula through the use of technology.		*NA*		
2. Telecommunications Assessment				
Assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.				
3. Promotion of curricula and teaching strategies that integrate technology				
A description of how the applicant will identify and promote curricula and teaching strategies that integrate technology effectively into curricula and instruction that:				
a. Is based on a review of relevant research,		*NA*		
b. Is aligned to Tennessee Instructional Technology Standards. and		*NA*		
c. will lead to improvements in student academic achievement.		*NA*		

Column 1	Column 2		Column 3	Column 4
The Plan Includes (Criteria)	**Minimum Met**		**Reference in School District Technology Plan** (specify precise page number and paragraph)	**Reviewer Comments**
	(for state office use only)		(for completion by school district)	(for completion by state reviewers)
	Ed. Tech	E-rate		
d. and includes a <u>timeline</u> for this integration		*NA*		
4. Professional development				
A description of how the school district will provide **ongoing**, **sustained** professional development for all school professionals to further the **effective** use of educational technology.				
5. Technology type and costs				
Plan provides for a **sufficient budget** to acquire and support the **non-discounted** elements of the plan: the hardware, software, professional development, and other services that will be needed to implement the strategies.				
a. Description of the **type and costs** of technology to be acquired with Ed Tech funds and E-rate discounts, including interoperability provisions.				
b. Description of how the applicant will **coordinate activities** funded through the Ed Tech program with technology-related activities supported with funds from other sources.		*NA*		
c. Description of the **supporting resources**, such as services, software, other electronically delivered learning materials, and print resources, that will be acquired to ensure successful and uses of technology.				
6. Evaluation & Accountability				
a. Description of an evaluation process that enables the district/schools to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.	*NA*			
b. A description of the process the school district will use to monitor progress and to evaluate the effectiveness of the funded activities in: integrating technology into classrooms, increasing the effectiveness of teachers, and enabling students to reach challenging State academic standards.		*NA*		
7. Parental involvement				

Column 1	Column 2		Column 3	Column 4
The Plan Includes (Criteria)	**Minimum Met**		**Reference in School District Technology Plan** (specify precise page number and paragraph)	**Reviewer Comments**
	(for state office use only)		(for completion by school district)	(for completion by state reviewers)
	Ed. Tech	E-rate		
A description of how technology will be used to promote parental involvement and increase communication with parents, including a description of how parents will be informed of the technology used so parents can reinforce at home the instruction received at school.		*NA*		

8. Collaboration with adult literacy service providers				
A description of how the program will be developed, where applicable, in collaboration with adult literacy service providers.		*NA*		
9. Children's Internet Protection Act (CIPA) Compliance				
LEA assures that CIPA compliance has been met. See the requirements that follow.				

(**BOX 3**: for completion by state reviewers only)

This is to certify that the submitted District Technology Plan was reviewed to determine whether it met the minimum criteria required for *Enhancing Technology Through Education* funding and *E-rate* discounts. Reviewer comments are summarized in Box 2 Column 4. If a specific component has <u>not</u> been checked in Column 2, reviewers could not certify that the plan met that particular minimum criterion. Plan must therefore be revised and resubmitted.

Date Reviewed:		Initials of Reviewer(s):			Plan expires:	
Your plan meets minimum criteria to qualify for:						
		Enhancing Education Through Technology Funding (Title II D: Ed Tech)				
		E-Rate Discounts				
		Your plan requires REVISION as indicated in Box 2.		Resubmit by:		

ADDITIONAL REMARKS from Reviewer(s):

Contacts: *Enhancing Education Through Technology Funding:* Jerry Bates at 615.532.6287 (Jerry.Bates@state.tn.us) or Brenda Staggs 615.532.2490 (Brenda.Staggs@state.tn.us)

E-rate Discounts: Lisa Cothron at 615.532.2818 (Lisa.Cothron@state.tn.us)

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(**Box 5**: CIPA Requirements)

CIPA Requirements: (CIPA is the Children's Internet Protection Act)

- ### USAC (e-rate) Requirements for CIPA Compliance [1]

1. Technology Protection Measure
A Technology Protection Measure is a specific technology that **blocks or filters Internet access**. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors - harmful to minors. **It may be disabled for adults engaged in bona fide research or other lawful purposes.** For schools, the policy must also include monitoring the online activities of minors.

2. Internet Safety Policy
The Internet Safety Policy must address the following issues:

   a. access by minors to inappropriate matter on the Internet and World Wide Web;
   b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
   c. unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
   d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
   e. measures designed to restrict minors' access to materials harmful to minors.

3. Public Notice and Hearing
The authority with responsibility for administration of the school or library must provide **reasonable public notice** and hold at least **one public hearing** to address a proposed Technology Protection Measure and Internet Safety Policy.

- **H.R. 1 (No Child Left Behind (**§2441: Internet Safety)
  Reference on Disabling Technology Protection Measure[2]

"DISABLING DURING CERTAIN USE-An administrator, supervisor, or person authorized by the responsible authority under subsection (a) may disable the technology protection measure concerned to enable access for bona fide research or other lawful purposes."

The "responsible authority under subsection (a)" is the "school board, local education agency, or other authority with responsibility for administration" of the school.

- ### NCLB Guidance Document for Title II Part D[3]

K-1. How do the requirements of the Children's Internet Protection Act (CIPA) affect LEAs that receive Ed Tech funds?

Subpart 4 of the Ed Tech legislation incorporates into the ESEA the requirements of the Children's Internet Protection Act (CIPA). These provisions require LEAs to certify, under certain circumstances, that schools have adopted and are enforcing Internet safety policies. As a condition of participating in the Ed Tech program, LEAs must submit a CIPA certification form to their SEA. The CIPA requirements in the ESEA apply with respect to elementary or secondary schools that do *not* receive e-rate discounts and for which Ed Tech funds are used to purchase computers used to access the Internet, or to pay the direct costs associated with accessing the Internet. The CIPA requirements in the ESEA do not apply to schools that receive e-rate discounts. (These schools are governed by other CIPA provisions and must submit their CIPA certifications to the Federal Communications Commission.)

K-2. What kind of CIPA certification must an LEA file with its SEA?

An LEA seeking Ed Tech funds must certify to its SEA that *one* of the following conditions exists –
- Every "applicable school" has complied with the CIPA requirements in subpart 4 of Part D of Title II of the ESEA. (An "applicable school" is an elementary or secondary school that does *not* receive e-rate discounts and for which Ed Tech funds are used to purchase computers used to access the Internet, or to pay the direct costs associated with accessing the Internet.)

- Not all "applicable schools" have yet complied with the requirements in subpart 4 of Part D of Title II of the ESEA. However, the LEA has received a one-year waiver from the U.S. Secretary of Education under section 2441(b)(2)(C) of the ESEA for those applicable schools not yet in compliance.

- The CIPA requirements in the ESEA do not apply because no funds made available under the program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet, for elementary and secondary schools that do not receive e-rate services under the Communications Act of 1934, as amended.

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[1] http://www.sl.universalservice.org/reference/CIPA.asp
[2] http://www.ed.gov/legislation/ESEA02/pg37.html
[3] http://www.ed.gov/offices/OESE/esea/Ed Techguidance.doc

Appendix E

2003 District Consolidated Application Pages for Title II Part D

Title II Part D, Enhancing Education Through Technology

☐	Our system **WILL** participate in IID funding for this grant year. (Complete the IID section)	☐	Our system chooses to **DECLINE** Title IID funding for this grant year. (If this option is selected, complete ONLY section I.)

I. TECHNOLOGY PLAN AND E-TOTE (School Year 2004 - 2005)

CURRENT TECHNOLOGY PLAN STATUS		E-TOTE ANNUAL TECHNOLOGY EVALUATION SURVEY	
Complete ONE	☐ System Technology Plan is compliant with NCLB and E-RATE and was approved for 2003-2006 or 2003-2005 on _____ (mm/yy)	☐ Yes ☐ No	Our system completed both the system and all individual school E-TOTE profiles for academic school year 2003-04
	☐ System Technology Plan is compliant with NCLB and E-RATE and was approved for 2004-2007 on _____ (mm/yy)	Electronic copy of TECHNOLOGY PLAN CRITERIA (TPC) was emailed on/to:	
	☐ System Technology Plan is due for NCLB and E-RATE compliance review in 2005. (Copy of our current Technology Plan is on file in Title IID office.)	On (Date): _____ To (email address): _____	

II. PROPOSED ACTIVITIES AND ACCOUNTABILITY OPTIONS   (Check all that apply to this year's project)

☐ Professional Development Waiver
PD Waiver Demonstration: In an attachment, describe how your system already provides ongoing, sustained, and intensive, high-quality professional development that is based on a review of relevant research, to all teachers in core academic subjects in the integration of advanced technologies, including emerging technologies, into curricula and instruction. This request, if approved, may affect your eligibility for competitive Title IID grants.

ACTIVITY	EVIDENCE OF ACTIVITY	EFFECTIVENESS OPTION(S)
☐ Professional Development (at least 25% required)	☐ Sign-in sheets for PD instruction ☐ Handouts ☐ Agenda for workshop/training ☐ Other (explain) _____	☐ Teacher surveys demonstrating satisfaction with training ☐ Lesson plans incorporating more technology integration ☐ PD Needs Assessments ☐ Other (explain) _____
☐ #1: Initiatives (public/private partnerships) to increase tech access	☐ Collaborative mtg. sign-in sheets ☐ Letters of support ☐ Thank you letters for donation of equipment, services, resources, cash ☐ Other (explain) _____	☐ Thank you letters (see evidence column) ☐ Newspaper articles/pix ☐ Change in student:computer ratio ☐ Portfolios including products by students using "donated" services, equipment ☐ Other (explain) _____
☐ #2A: Adapting/expanding new or existing technology applications to increase student achievement USING teaching practices identified by research to increase student academic success	☐ Any purchases require PO's or invoices ☐ Statement of applications used and research citing ☐ Portfolios created after strategy used by teacher ☐ Other (explain) _____	☐ Portfolios by students ☐ Journal entries ☐ Student/teacher surveys ☐ Increased use/ enthusiasm for new strategies ☐ Other (explain) _____
☐ #2B: Adapting/expanding new or existing technology applications to increase student achievement USING distance learning strategies to increase student academic success	☐ Any purchases require PO's or invoices ☐ Class schedule/syllabus for distance learning subject ☐ Portfolios created after strategy used by teacher ☐ Video conferencing tape ☐ Other (explain) _____	☐ Portfolios by students ☐ Journal entries by students/teachers ☐ Student/teacher surveys ☐ Increased use of/enthusiasm for new strategies ☐ Certificate of completion for students taking class(es) ☐ Other (explain) _____
☐ #3: Buying proven courses and curricula using technology integration to help students improve academically	☐ Any purchases require PO's or invoices ☐ Training given to teachers to implement new courses counts for this item *AND P.D.* ☐ Other (explain) _____	☐ Surveys to determine achievement of students using program ☐ Portfolios using courses/curricula ☐ Increase in academic scores on tests ☐ Other (explain) _____

Activity	Documentation	Evaluation
☐ #4: Using technology to promote meaningful parental involvement, to foster increased communication and to assist parents to understand the technology being applied in their child's education.	☐ Website ☐ Emails/email training and accounts ☐ Flyers/invitations to school functions ☐ Tech classes for parents ☐ Homework hotlines ☐ Other (explain) _____	☐ Website "hits" ☐ Parent surveys-evaluate and satisfaction ☐ Portfolios of parent/student collaborative work ☐ Increased homework returned ☐ Other (explain) _____
☐ #5: Preparing teacher leaders with training to be experts and train others and providing bonus payments to these individuals.	☐ Training documentation for coaches: program brochures from conferences ☐ Handouts for coach training ☐ Stipend award documentation ☐ Work log for each teacher/coach ☐ Handouts/sign-in sheets for training provided BY coach to staff ☐ Other (explain) _____	☐ Work log for teacher coach-when called, why called, response, results ☐ Surveys from cohorts-successful or not? ☐ Certificate of completion for classes/training taken by coach ☐ Other (explain) _____
☐ #6: Acquiring, adapting, expanding, implementing, repairing, and maintaining existing and new applications of technology, to support the school reform effort and to improve student academic achievement.	☐ Purchases and upgrades require PO's and invoices ☐ Repair log ☐ Inventory ☐ Other (explain) _____	☐ Pre-post inventory of hardware and software ☐ Response time for repairs this year:last year ☐ Student:computer access change (improvement) ☐ Chart depicting technology access increase ☐ Other (explain) _____
☐ #7: Buying networking, resources and services	☐ Purchases and upgrades require PO's and invoices ☐ Inventory-pre and post showing increased software/ hardware ☐ Contracts for services rendered-training, installation, etc. ☐ Other (explain) _____	☐ Pictures of items purchased ☐ Pre-post inventory for equipment, networking items ☐ Other (explain) _____
☐ #8: Collect manage and analyze data with technology	☐ Program purchased? PO's or invoices ☐ Sample of printout from data management program ☐ Sample faculty mtg. agenda where data analysis is discussed ☐ Other (explain) _____	☐ Surveys to determine student achievement using program ☐ Teacher/parent survey depicting satisfaction with program ☐ E-TOTE results ☐ Other (explain) _____
☐ #9: Implementing performance measurement systems	☐ Printout from student performance measurement system ☐ Installation PO's/invoices ☐ Sign-in sheets/handouts for training on using this technology ☐ Other (explain) _____	☐ Pre-post printouts showing increase in student performance ☐ Teacher survey depicting satisfaction with programs ☐ Increased student scores in measured academic areas ☐ Other (explain) _____
☐ #10: Developing, enhancing or implementing information technology courses for students	☐ Signup sheets for training the trainer on student information technology courses ☐ Signup sheets for students taking these courses ☐ Handouts for students in info tech classes ☐ Other (explain) _____	☐ Increased student enrollment in these classes ☐ Increased student scores in information technology ☐ Pre-post numbers for successful resumes, technology jobs obtained, productivity on projects. ☐ Other (explain) _____

2. PROPOSED ACTIVITIES WILL TARGET THE FOLLOWING GROUPS (**check** all groups that apply, **specify** their bases, and then **check** the activities proposed for each group)

☐ a. High poverty	☐ b. High need (technology, professional development)	☐ c. High priority
Basis: ☐ Free/Reduced Lunch ☐ Other: Explained on attached sheet(s)	**Basis**: ☐ STaR chart (in E-TOTE) ☐ Other: Explained on attached sheet(s)	**Basis**: ☐ Attached list of selected state-identified high priority schools

Activities (#s)

PD	1	2a	2b	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Activities (#s)

PD	1	2a	2b	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Activities (#s)

PD	1	2a	2b	3	4	5	6	7	8	9	10
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Contacts: *Enhancing Education Through Technology Funding:* Jerry Bates at 615.532.6287 (Jerry.Bates@state.tn.us) or Brenda Staggs 615.532.2490 (Brenda.Staggs@state.tn.us)

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